

TICKLER OR FOLLOW-UP SYSTEM

1. If it is determined that a tickler system is needed to effectively control incoming mail and insure its return to the file this Office will study the problem from an Agency-Wide viewpoint and suggest a form that will meet the requirements of the majority of the offices.

2. The attached sample is a six part form now used in CIA, however a two part form would provide adequate control in Organization and Methods Service. One copy would be attached to the incoming material and the other retained at the control desk as a follow-up on return of the material.

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CONTROL NO.	SEC. CLASS.	ORIGIN	FILE NO.	
DATE OF MAT.	DATE		ROUTING	CROSS REFERENCE
	REC'D	OUT		
SUBJECT			ROUTING	TIME OUT
FORM NO. 35-1 JAN 1949			COURIER NO.	

FILE AND ROUTING SLIP 1

RESTRICTED
Security Information